

**Tobacco Settlement Endowment Trust Fund**  
Board of Directors Regular Meeting and Board Retreat Meeting Minutes  
September 10-11, 2025  
Southwestern Oklahoma State University  
Memorial Student Union Ballroom  
100 Campus Drive, Weatherford, OK 73096

1. **Open Meeting Act Announcement and Call to Order** – Chairman Ken Rowe called the meeting to order at 10:02 a.m. stating that all a quorum was present and all requirements of the Open Meeting Act had been met.

TSET Board Members present were Jack Allen, Joe B. Hill, Aaron Harmon, Jennifer Needham, Marshall Snipes, Runako Whittaker, and Ken Rowe.

TSET staff members present were Julie Bisbee, Susan Yingling, Kelli Brodersen, Jonas Mata, Jessica Davis, Thomas Larson, Lance Thomas, Kelly Parker, Tonia Lowrey, Sjonna Paulson and Megan Meers.

Other attendees present included Niki Batt, Deputy Attorney General; Leslie Wilbourn, Five Tool Management; Greta Anglin, VI Marketing & Branding; Cale Coyle and Brandon Tanous, Weaver Consulting; Kayse Shrum and Richelle Wingo, Chickasaw Nation; Renzi Stone, Tiffany Eitzmann, and Damon Gardenhire, Saxum.

2. **Approval of Minutes of the May 29, 2025 Regular Board Meeting** – Chairman Rowe asked for a motion and a second to approve the minutes from the May 29, 2025 Regular Board Meeting. Needham moved approval, and Snipes provided the second. The motion passed unanimously.  
***Aye: Allen, Harmon, Hill, Needham, Snipes, Whittaker, and Rowe***
3. **Chair's Report, Ken Rowe** – Chairman Rowe welcomed everyone to the meeting and TSET's 25<sup>th</sup> year. He gave an overview of the agenda items including Legacy Grants. He expressed his excitement at the opportunity for TSET to broaden its scope and reach to improve health throughout the state through the Legacy Grants. He said the meeting and retreat would also focus on TSET's vision for the next 25 years and that he looked forward to the discussion. He commended TSET staff's efforts and professionalism and thanked them for their hard work helping the Legacy Grants Subcommittee. He also thanked Jack Allen and Marshall Snipes for serving on the Legacy Grants Subcommittee and committing so much time to the review process. He concluded his report by reminding everyone that the Legacy Grants funding award decisions would not be made until the November 2025 meeting.
4. **Program Committee Report** – Bisbee said the team was having technical difficulties with the slideshow regarding Item 4.a - Legacy Grants Subcommittee Report and recommended moving on to item 4.b while a solution could be found. The Chair agreed to skip to 4.b and come back to 4.a once the tech issues were solved.
  - b. **Discussion and possible action to modify the FY26 TSET Built Environment Grant: Physical Activity parameters** – Bisbee referred the Board to their packets for a copy of the overview. Bisbee explained that the proposed amendments to the previously-approved Built Environment parameters were coming out of Program Committee recommendations and included an increase

in the amount that applicant organizations could apply for from \$100,000 to \$150,000 per project per year for planning and design and would increase the amount of construction implementation grant award limits from \$200,000 to \$300,000 per project per year. Needham moved approval, and Whittaker provided the second. The motion passed unanimously.

***Aye: Allen, Harmon, Hill, Needham, Snipes, Whittaker, and Rowe***

- c. **Discussion and possible action to discontinue funding of the FY26 Youth and Family Resource Center serving Lincoln County** – Bisbee explained that there had been some management changes at the Youth and Family Resource Center and TSET had been working with them in order to find a solution to the issues they were having. She recommended tabling the item until more conversations could be held with the new team at the Youth and Family Resource Center. Harmon moved to table the action to discontinue funding of the FY26 Youth and Family Resource Center serving Lincoln County. Needham provided the second. The motion passed unanimously.

***Aye: Allen, Harmon, Hill, Needham, Snipes, Whittaker, and Rowe***

- d. **Discussion and possible action to correct scrivener's error from May 2025 Regular Board meeting (Item 6.b.) regarding Northwestern Oklahoma State University Built Environment funding request and approve 1 year of funding for \$25,000 as listed on contract and press release** – Bisbee explained that the Board had voted to approve a higher amount than what had been requested by Northwestern Oklahoma State University in their Built Environment grant application. The erroneous amount listed on the agenda for the May 29, 2025 Board meeting was \$100,000. Bisbee explained that the amount was supposed to be \$25,000 which was listed in the press release and on the contract. She said the item on the current agenda was to correct the scrivener's error only. Allen moved to correct the scrivener's error and acknowledge the funding amount for Northwestern Oklahoma State University's Built Environment grant was \$25,000. Whittaker provided the second. The motion passed unanimously.

***Aye: Allen, Harmon, Hill, Needham, Snipes, Whittaker, and Rowe***

- e. **Discussion and possible action on contract with Persimmon Group – Technical assistance for grantees, organization support in the amount of \$109,880** – Allen moved to approve the contract with The Persimmon Group to help with technical assistance for grantees and organization support in the amount of \$109,880. Whittaker provided the second. The motion passed unanimously.

***Aye: Allen, Harmon, Hill, Needham, Snipes, Whittaker, and Rowe***

- f. **Discussion and possible action on contract with Weaver Consulting – Grant management support in the amount of \$466,000** – Bisbee explained that all contracts with TSET are paid on reimbursement and included an up-to amount based on an approved Scope of Work. After a brief discussion, Allen moved to approve the contract with Weaver Consulting for grant management support in the amount of \$466,000. Whittaker provided the second. The motion passed unanimously.

***Aye: Allen, Harmon, Hill, Needham, Snipes, Whittaker, and Rowe***

- a. **Legacy Grants Subcommittee Report** – With the technical issues solved, Bisbee returned to Item 4.a.i and reviewed the slideshow regarding the timeline and overview of the Legacy Grants Subcommittee efforts and recommendations.

- i. **Subcommittee overview of review process and recommendations** – Bisbee distributed a list of the Legacy Grant Applicants to the Board. Bisbee reminded the Board that the Legacy Grants Subcommittee Charter was approved at the May 29, 2025 TSET Board Regular Meeting and the Subcommittee included the Board Chair, Program Committee Chair, and Agency Operations Committee Chair. She said the Subcommittee met at the TSET offices several times for day-long, in-person meetings to review the applications after the Legacy Grant application period closed on June 16, 2025. She said TSET had received 167 applications, and the Subcommittee applied a scoring rubric to each application in order to pare down the list to 12. Bisbee said TSET had received nearly \$1.5 billion dollars in funding requests, then the Subcommittee narrowed the requests down to about \$264 million to move to Stage 2. She explained that Stage 2 was not a funding decision, but rather an opportunity for applicants to give in-person presentations of their proposed projects to the Board of Directors.

Bisbee reviewed the areas that TSET wanted to focus on regarding transformational projects including sustainability beyond TSET's funding and far-reaching impact across the state. She then reviewed next steps and said that applicants invited to advance to Stage 2 would be notified and invited to attend a special Board meeting on October 27<sup>th</sup> and/or October 28<sup>th</sup> to present their project to the Board. She said those applicants who did not move on to Stage 2 would be notified of that decision. She reminded the Board that the final funding decisions for the Legacy Grants awards would be made at the November 20, 2025 Regular Board Meeting.

- ii. **Discussion and possible action on subcommittee recommendations on applicants invited to stage 2** – A Legacy Grant Application Review Index that included a list of all applicants was provided as a handout to the Board members for review. Chairman Rowe asked if any of the Subcommittee members had anything they wanted to say. Snipes said the consensus among the Subcommittee was to pare the list of 167 applicants down and a short list of applicants had been provided for full board consideration.

Rowe said the committee worked with TSET staff to get a consensus regarding proposals but reminded the Board members that any of them could ask to add other proposals to the list that they were interested in hearing from. Rowe said the board would take a vote on the subcommittee's list, then take a vote on any additions to the Legacy Grants Subcommittee recommendations. He asked if any of the Board members had any other applicants they wanted to hear presentations from in Stage 2.

Needham asked if the discussion regarding numbers 13 – 29 would be held before the vote. Bisbee said the 12 applicants recommended by the Legacy Grants Subcommittee to move forward to Stage 2 were:

#	Applicant Name	Project Title
1	Board of Regents of the University of Oklahoma Health Sciences	Access to Clinical Trials (ACT) Oklahoma
2	Chickasaw Foundation	A Once-in-a Century Opportunity to Transform the Health Outcomes of First Americans in Oklahoma Through Graduate Medical Education

3	Chickasaw Foundation (First American Research Center)	A Once-in-a Century Opportunity to Transform the Health Outcomes of First Americans in Oklahoma by Establishing the First American Research Center
4	Community Food Bank of Eastern Oklahoma, Inc.	Feeding Futures Initiative – Nutritious Prepared Meals for Food-Insecure Students
5	East Central University	East Central University STEM Center/School of Nursing Project
6	Oklahoma Hospital Association	HOPE: Helping Oklahomans with Prevention and Early Detection through Lung Cancer Screening & Tobacco Cessation
7	Oklahoma Hospital Association	Healthy Oklahoma Communities Initiative
8	Oklahoma State University	OSU Student Farm Harvest to Health Hub
9	Oklahoma State University Medical Center	Advancing Graduate Medical Education and Healthcare Workforce Development in Oklahoma
10	Tulsa City-County Health Department	Tulsa Health Department School Health Program Expansion
11	Variety Care	Care the Connects
12	Youth Medical Mentorship	Youth Medical Mentorship Program

Hill expressed his thanks to the Legacy Grants Subcommittee and the TSET staff for their work reviewing the applicant proposals and spending hours on the process of paring down the list. Hill asked that the semi-finalists be considered as an addition to the list of 12 recommended by the Legacy Grants Subcommittee. Hill also asked if the Board would consider adding number 74 (Oklahoma Medical Research Foundation) to the list for Stage 2 so the Board could hear more about the proposal.

Snipes asked if he could make a motion to include the semi-finalists to the subcommittee's list, as well as add number 74 to be considered to move to Stage 2. Bisbee read the semi-finalists into the record:

#	Semifinalist Applicant Name	Project Title
13	Community Health Connection, Inc.	Maternal and Child Clinic Tulsa
14	Chickasha Community Foundation, a community fund of Communities Foundation of Oklahoma Trust Dept., First National Bank and Trust Company	Grady Moves, A Community Wellness Hub: Building A Better You
15	City of Wagoner	Wagoner Sports Complex
16	Durant Family Medicine Clinic, Inc.	Durant Health Access & Innovation Initiative (DHAI)
17	Foundation for Oklahoma Pediatric Dental Access	Increasing Access to Pediatric Dental and Craniofacial Deformity Care for Oklahoma Children
18	Healthy Minds Policy Initiative, LLC	Oklahoma Integrated Care Resource Center
19	Miss Weary Foundation – HSTEC	The HSTEC Access Expansion Project: Removing Barriers to Health Career Training in Tulsa and Beyond
20	Northern Oklahoma College	From Access to Impact: Advancing

		Rural Health and Recreation in Enid, Oklahoma
21	Oklahoma Health Care Authority	Food is Medicine Pilot
22	Rogers State University	Creation of Bachelor of Science degree program at Rogers State University
23	River Parks Foundation	Turkey Mountain User Experience and Wellness Initiative
24	Southwestern Oklahoma State University	Rural Health Access Initiative
25	The Children's Center, Inc. (dba Bethany Children's Health Center)	TSET Institute of Youth Wellness
26	University Hospitals Trust	Oklahoma Children's Hospital Heart Center Project
27	Community Resourcing Inc DBA Our Daily Bread Food & Resource Center	Nourish to Flourish – Building Roots and Reach to Empower Rural Oklahomans
28	Murray State College	Harvesting Health: The Small Farm and Rural Wellness Project
29	University of Oklahoma Health Science Center	The Heartbeat of Our State: A Comprehensive Approach to Restoring Health Equity in our Rural Communities by Improving Access to Cardiovascular Care
74	Oklahoma Medical Research Foundation	TSET Institute for a Healthier Oklahoma (TIHO) at OMRF

Harmon provided the second. Board counsel Niki Batt recommended that the Board take a vote on adding the list of semifinalists to the overall recommendation and then allow Board members to recuse themselves from any vote where an individual applicant would create a conflict. The motion passed.

***Aye: Allen, Harmon, Hill, Snipes, Whittaker, and Rowe***

***Abstain: Needham***

- iii. **Discussion and possible action on addendums to the applicants invited to stage 2** – Batt asked the Board members if there were any applicants on the list that needed to be pulled from the slate of 30 to be voted upon separately so a Board member could recuse themselves in case of a conflict. Needham said she would, out of an abundance of caution, recuse herself on any of the applications submitted by the University of Oklahoma Board of Regents. Hill said he would recuse himself from the two applications related to the Chickasaw Foundation. Batt said the Board would need three votes in order to cover all of the applicants.

Harmon moved to approve Legacy Grant applicants 4 – 28 and number 74 to move forward to Stage 2. Whittaker provided the second. The motion passed unanimously.

***Aye: Allen, Harmon, Hill, Needham, Snipes, Whittaker, and Rowe***

***Needham left the room at 10:54 a.m.***

Snipes moved to approve Legacy Grant applicants 1 and 29 to move forward to Stage 2. The motion passed.

***Aye: Allen, Harmon, Hill, Snipes, Whittaker, and Rowe***

***Needham was absent for the vote due to her recusal on the item.***

***Needham returned at 10:55 a.m.***

***Hill left the room at 10:55 a.m.***

Snipes moved to approve Legacy Grant applicants 2 and 3 to move forward to Stage 2. The motion passed.

***Aye: Allen, Harmon, Needham, Snipes, Whittaker, and Rowe***

***Hill was absent for the vote due to his recusal on the item.***

***Hill returned at 10:56 a.m.***

***Break – 10:56 a.m. – 11:15 a.m.***

5. **Governance Committee Report** – Bisbee referred the Board to their packets and advised that the decisions for the 2026 Board Committee assignments, Board Officer elections, and Board Meeting dates would be voted on during the November 2025 TSET Board of Directors meeting. She said this advisement was for information only and encouraged Board members to review the committee charters and reach out to the Governance Chair regarding any interest in serving on a specific committee. She also encouraged members to review the proposed 2026 Board Meeting dates and let her or the Board Secretary know of any conflicts. There was no action necessary.

6. **Agency Operations Committee Report**

- a. Bisbee recognized TSET Director of Finance Megan Meers to provide an overview of the TSET Financial Reports. Meers referred the Board to their packets as she reviewed the details of the FY25/FY26 Budget to Actual – Operating Report (a.i.); the FY25/FY26 Budget to Actual – Programs Report (a.ii.); the Fund Balance Comparison/Income Statement (a.iii.); and the Estimated Earnings Certification (a.iv.). Meers reported that the estimated earnings were the highest they had been in TSET's history. No action was necessary.
- b. Meers continued with the review of the Executive Director Authority Contract Amendment Advisement Report and explained the contracts listed were all under \$100,000 and within the authority of the Executive Director to approve per the TSET Board Policy. After a brief discussion, no action was necessary.

- 7.a. – 7.e **Public Information and Outreach Committee** - Bisbee referred the Board members to the information in their packet and told them they could find an overview of the Youth Focus Brands and Adult Focus Brands, the FY25 Sponsorship Report, FY26 Sponsorship Report, an overview of the Upcoming Events and Training, and the Public Information and Government Affairs Report. After a brief discussion, no action was needed.

- f. **Update regarding Youth Media Vendor Transition** – Bisbee updated the Board on the transition contract with the outgoing Youth Media vendor and said TSET was able to negotiate that contract to come in under \$100,000 and were in the process of transitioning the materials and resources from the outgoing vendor to the new vendor, VI Marketing and Branding. There were no

questions or discussion.

- g. **Discussion and possible action on TSET Board of Directors policy resolutions** – Thomas Larson reviewed the policy resolutions’ purpose and gave a brief history of previous topics the Board had addressed.

- i. **Physical Activity** – Allen moved to approve the language in the TSET Policy Resolution Regarding Physical Activity. Whittaker provided the second. The motion passed unanimously.

- Aye: Allen, Harmon, Hill, Needham, Snipes, Whittaker, and Rowe***

- ii. **TSET’s 25<sup>th</sup> Anniversary** – Snipes asked to add language to the policy resolution to include the statistics regarding the actual result of TSET’s efforts to decrease smoking among adults in Oklahoma. Snipes moved to approve the policy resolution regarding TSET’s 25<sup>th</sup> Anniversary with the amended language: WHEREAS, Oklahoma’s adult smoking rate has decreased from 28.6% in 2001 to 15.8% in 2023; and WHEREAS, because of TSET’s investments in grants and programs, Oklahoma’s adult smoking rate has declined ten times faster than similar states, based on a 2016 study that reviewed comparable cigarette taxes and comprehensive clean air protections, the two most influential factors in reducing adult smoking. Rowe provided the second. The motion passed unanimously.

- Aye: Allen, Harmon, Hill, Needham, Snipes, Whittaker, and Rowe***

- iii. **TSET’s Constitutional Structure** – Hill moved to amend language in the proposed policy resolution regarding TSET’s Constitutional Structure. Harmon provided the second. Hill and Harmon then withdrew their motion and second in favor of skipping the item and coming back to it after the Executive Session.

## **8. Executive Session.**

- a. Allen moved to enter into Executive Session pursuant to Title 25 O.S. § 307(B)(4), and consistent with 2005 OK AG 29 for the purpose of confidential communications between the TSET Board of Directors and legal counsel concerning pending litigation TSET v Gov. Stitt et al – MA-123238 and State of Oklahoma et al v Meta – Osage County – CJ-2023-180, where counsel has determined that disclosure of information related to the matter will seriously impair the ability of the Board to process or conduct litigation in this matter. Needham provided the second. The motion passed unanimously. The Board entered Executive Session at 11:40 a.m.

- Aye: Allen, Harmon, Hill, Needham, Snipes, Whittaker, and Rowe***

- b. Allen moved to Exit Executive Session re-enter Open Session. Whittaker provided the second. The motion passed unanimously. The Board returned to Open Session at 12:02 p.m.

- Aye: Allen, Harmon, Hill, Needham, Snipes, Whittaker, and Rowe***

- c. No action was taken regarding matters discussed in Executive Session.

**7.g.iii. Discussion and possible action on TSET Policy Resolution regarding TSET’s Constitutional Structure** – Harmon moved to table the resolution regarding TSET’s Constitutional Structure. Needham provided the second. The motion passed unanimously.

***Aye: Allen, Harmon, Hill, Needham, Snipes, Whittaker, and Rowe***

Whittaker asked to return to Item 4.a.iii, Discussion and Possible Action on Addendums to the applicants invited to Stage 2 and add Applicant 41, City of Tulsa, to the list of Legacy Grant applicants invited to

Stage 2 of the process. Snipes moved approval. Needham provided the second. The motion passed unanimously.

***Aye: Allen, Harmon, Hill, Needham, Snipes, Whittaker, and Rowe***

#### **9. Executive Director's Report**

- a. Bisbee gave a quick overview of Director Activities and Agency Updates that had occurred since the previous Board meeting. She thanked the Board and staff for their dedication and work on the Legacy Grant process. She reported that there were eight health organizations that signed on to an amicus brief in support of the constitutionality of the TSET structure to include: Campaign for Tobacco-Free Kids, the American Cancer Society Cancer Action Network, Americans for Nonsmokers' Rights, the American Heart Association, the American Lung Association, the Oklahoma Academy of Family Physicians, the Oklahoma Chapter of the American Academy of Pediatrics, and the Oklahoma State Medical Association. She also said the Court had ordered a temporary stay on HB2783 until such time the Court decided to take action and decide the merits of the case. Bisbee reported that several members of the TSET staff had attended the National Conference on Tobacco or Health held in Chicago. She explained that TSET was well-represented on a national level. She concluded by saying the most recent TSET funding opportunity, the Built Environment grant for nutrition, closed earlier in the month. She referred the Board members to a handout regarding upcoming TSET grant opportunities. She said the funding opportunities were happening almost quarterly and TSET was meeting the missing to get the dollars out into the communities of Oklahoma. There were no questions and no action was needed.

***Break – 12:09 p.m. – 12:30 p.m.***

10. Bisbee recognized Thomas Larson, Director of Public Information and Governmental Affairs, to present the results of the annual TSET Brand Awareness Survey conducted by Pat McFerron and CMA Strategies. He said the survey included 600 Oklahoma Residents and focused on public awareness of TSET's mission and programs. Larson shared the highlights of the survey and told the Board he would send out the full survey for their review. After a brief discussion, no action was needed.

#### **Planning Retreat**

11. Renzi Stone, Damon Gardenhire, and Tiffany Eitzmann of Saxum facilitated a planning retreat for the TSET Board of Directors and discussed the TSET mission and vision and TSET's future strategic planning goals. No action was taken.

Chairman Rowe recessed the Retreat at 4:12 p.m. and said the meeting would be continued and reconvene at 8:30 a.m. on Thursday, September 11, 2025. He reminded Board members that no business was to be discussed during the recess.

#### **Thursday, September 11, 2025 – Planning Retreat - Day 2**

Chairman Rowe reconvened the Retreat at 8:40 a.m. All Board members were present.

12. The Discussion and possible action on adopting strategic priorities to inform FY27-FY29 Strategic Plan was tabled until the November Regular Board meeting.



13. **New Business**– There was no new business.
14. **Adjournment** – Chairman Rowe adjourned the meeting at 11:09 a.m.